



TRAINING OPPORTUNITY
Detrick Center for Training and Education
Excellence
Fort Detrick, MD

Course Title: Contracting Officer's Representative Course

Dates/ Location: 21-24 August 2007/Community Support
Center, Classroom # 6, Ft. Detrick, MD.

Start/End Times: 0830-1630

Course length: 4 days

Registration Deadline: **30 July 2007.** Register without delay by faxing approved DD Form 1556 and MIPR to 301-619-2884 to get a confirmed reservation. Class attendance is limited. Reservation will be confirmed when MIPR has been received and accepted. Classes are subject to cancellation if minimum enrollment is not met three (3) weeks prior to start date.

Cost: \$195.00 (Payable by MIPR, Address MIPR to DCTEE, 1520 Freedman drive, Suite 200 Ft. Detrick, MD 21702 Attn: Scott Enix)

Vendor/Address: US Army Logistics Management College, Fort Lee, Va. (School 907)

Course Overview: This course provides the student with an overall view of the contracting process, with the major emphasis in contract administration. Students are provided hands-on training learning how to develop the required documents to become a Contracting Officer's representative (COR). Documents that are developed are the COR Work Plan, Quality Assurance Surveillance Plan, Schedule of Surveillance, and Milestone Charts. Topics covered: Pre-Award, Award and Post Award processes; Monitoring the Contracts; Changes and Modifications; Inspection and Acceptance; Delays and Claims; Terminations; Past Performance; Payments; and Closeout.

Target Audience: This course is designed for anyone who has been designated or anticipates being designated as a COR.

Method of Instruction: Lecture with student interaction, group activities, research and study, presentations, and written exercises.

Course Manager: Tel. 301-619-7554/2857, Fax 301-619-2884 or E-Mail: USAGDCTEE@DET.AMEDD.ARMY.MIL

How to Nominate and Apply: FAX DD Form 1556 and MIPR to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).